

ADMINISTRATIVE  
INTERNAL USE ONLY

24 AUG 1972

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MEMORANDUM FOR: [REDACTED] TD-35 Hqs.

SUBJECT : Headquarters Building Internal "Red Line"  
Telephone Directory - October 1972

1. The Office of Logistics will publish a new Headquarters Building Internal "Red Line" Telephone Directory during the month of October. The cut-off date for the receipt of additions, deletions or changes to the personnel listings to appear in the October issue will be 7 September 1972.

2. These changes should be reported on form 1932 (IBM card, Red Line Office File Copy) and submitted to Locator Control Officer, OP, 5E13 Headquarters Building, before 7 September 1972.

3. It is requested that operating officials submit to the Telephone Facilities Branch, 1C6207 Headquarters Building before 7 September 1972 information regarding the number of copies of the directory required and the building and room number to which they should be delivered.

4. In recognition of the sensitivity inherent in any document disclosing the names of CIA Officials, you are reminded that strict accountability, as prescribed in CIA Handbook [REDACTED] dated 29 April 1965, shall be maintained for each copy of the directory. A memorandum certifying to the destruction of those copies of the April 1972 edition of the Directory charged to you must be forwarded to the Telephone Facilities Branch, 1C6207 Headquarters Building within 31 days after distribution of the October directory.

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Chief, Logistics Services Division, OL

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